Approved For Release 2008/03/05 : CIA-RDP73-00402R000100320005-4

ARCHIVES & RECORDS CENTER
VOLUME STATISTICS

PART I - Holdings of each Component by Category of Records
1 April 1969

PART II - Holdings of Inactive Office Records of each Component Listed by Type of Disposition Instruction

(In Cubic Feet) 3 April 1969

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GROUP 1
Excluded from automatic downgrading and declassification

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HOLDINGS OF EACH COMPONENT BY CATEGORY OF RECORDS

EXPLANATION OF CATEGORIES OF RECORDS STORED AT THE ARCHIVES & RECORDS CENTER

INACTIVE OFFICE RECORDS	These are records created by all components of the Agency in the normal course of their operations. The records are retired to the Archives and Records Center when they become inactive and in accordance with approved Records Control Schedules.
VITAL RECORDS	These are records essential to the continuity of Agency operations during an emergency. This is to provide for operations at the relocation site and to back up certain daily operations at Headquarters. Since these are copies and duplicates of current active records in the offices, these Vital Records are stored and totaled separately from Archival and inactive Office Records Holdings.
SUPPLEMENTAL DISTRIBUTION COPIES OF REPORTS & MAPS	This is the reserve stock of Agency produced finished intelligence reports and maps held at the Archives and Records Center for immediate release to Agency Components, other USIB Agencies and Foreign Governments as they are needed to supplement the initial distribution.
ARCHIVAL RECORDS	These are records of enduring value to the Agency as a whole and document the mission and function of the Agency. They are normally the records identified as Permanent in the Records Control Schedules and have been separated from the other inactive office records with the assistance of the component Records Management Office.

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AREA	OFFICE	INACTIVE RECORDS	VITAL RECORDS	SUP. DIST. REPORTS & MAPS	OFFICE TOTAL
DCI	ODCI	171	3		174
	CABLE	826	34		860
	HS	9		25	34
	PA	47			47
	OPPB	71	4		75
	OLC	87		6	93
	OGC	58	2	2	62
	OIG	42			42
	ONE	75	15	82	172
	SAVA	6			6
	NSC	278			278
	DIA		5		5
TOTALS FOR DCI AREA		1,670	63	115	1,848

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AREA	OFFICE	INACTIVE RECORDS	VITAL RECORDS	SUP. DIST. REPORTS & MAPS	OFFICE TOTAL
DDI	ODD	39	1		40
	IRS	110	1		111
	DCS	1,280	43		1,323
	FBIS	564	22	583	1,169
	OER	364	4	155	523
	OBGI	486	2,969	17,200	20,655
	OCI	220	52	4	276
	CRS	9,366	1,135	521	11,022
	NPIC	2,591	3,437	832	6,860
	OSR	31	65	168	264
TOTALS FOR DDI AREA		15,051	7,729	19,463	42,243

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AREA	OFFICE	INACTIVE RECORDS	VITAL RECORDS	SUP. DIST. REPORTS & MAPS	OFFICE TOTAL
DDI	ODD	39	1		40
	IRS	110	1		111
	DCS	1,280	43		1,323
	FBIS	564	22	583	1,169
	OER	364	4	155	523
	OBGI	486	2,969	17,200	20,655
	OCI	220	52	4	276
	CRS	9,366	1,135	521	11,022
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AREA	OFFICE	INACTIVE RECORDS	VITAL RECORDS	SUP. DIST. REPORTS & MAPS	OFFICE TOTAL
DDP	AF	Retired by RID	24		24
25X1	[redacted]	" " "	9		9
	CA	" " "	5	68	73
	CCS	" " "	15		15
	CI	" " "	18		18
25X1	[redacted]	" " "	1		1
	EUR	" " "	48		48
	FE	" " "	52		52
	FI	" " "	3		3
	FI/D	1,193	1		1,194
	NE	Retired by RID	11		11
	PC	" " "	1		1
	RID	20,981	401		21,382
	SB	Retired by RID	33		33
	SOD	" " "	7	45	52
	TSD	858	11		869
	WH	Retired by RID	53		53
TOTALS FOR DDP AREA		23,032	693	113	23,838

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AREA	OFFICE	INACTIVE RECORDS	ACTIVE RECORDS	REPORTS & MAPS	OFFICE TOTAL
DDS	ODD	79	1		80
	SSS			313	313
	RAB	20	4		24
	OS	3,100	8		3,108
	OTR	483	128		611
	OP	2,164	38		2,202
	OL	2,417	43	2	2,462
	OC	588	14		602
	OMS	1,016	5		1,021
	OF	11,751	53		11,804
TOTALS FOR DDS AREA		21,618	294	315	22,227

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AREA	OFFICE	INACTIVE RECORDS	VITAL RECORDS	SUP. DIST. REPORTS & MAPS	OFFICE TOTAL
DD/S&T	ODD	51			51
	FMSAC	754	12	65	831
	ORD	48			48
	OSA	523	18		541
	OSI	1,048	37	344	1,429
	OCS	28	289		317
	OEL	187	1	9	197
	SPINT	27	1		28
	OSP	222			222
TOTALS FOR DD/S&T AREA		2,888	358	418	3,664

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AREA	OFFICE	INACTIVE RECORDS	VITAL RECORDS	DOT. DAST. REPORTS & MAPS	ARCHIVAL RECORDS	OFFICE TOTAL
	HCF	901				901
	ARCHIVES				7,338	7,338
TOTAL ARCHIVAL RECORDS		901			7,338	8,239
	GRAND TOTAL	65,160	9,137	20,424	7,338	102,059

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PART II

HOLDINGS OF INACTIVE OFFICE RECORDS LISTED BY DISPOSITION CODE

THE RECORDS ARE LISTED BY AREA, OFFICE, DISPOSITION CODE AND VOLUME WITH A TOTAL FOR EACH DISPOSITION CODE FOR EACH OFFICE, THE TOTAL INACTIVE OFFICE RECORDS FOR EACH OFFICE AND THE TOTAL INACTIVE OFFICE RECORDS FOR EACH AREA.

EXPLANATION OF DISPOSITION CODES

1 - PERMANENT RECORDS	These are records identified as records of enduring value by existing Records Control Schedules and will eventually be processed into the Agency's Archival Records.
2 - TEMPORARY RECORDS	These are records that have a definite disposition instruction in existing Records Control Schedules and will be pulled from the shelf and destroyed when the specified time has elapsed.
3 - INDEFINITE RECORDS	The disposition instructions for these does not provide for destruction but instead calls for some future action to be taken prior to destruction.

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DCI	ODCI	1	143
DCI	ODCI	2	24
DCI	ODCI	3	4
			171
DCI	CABLE	1	65
DCI	CABLE	2	761
			826
DCI	HS	1	9
			9
DCI	PA	1	16
DCI	PA	2	29
			45
DCI	OPPB	1	59
DCI	OPPB	2	11

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DCI	OPPB	3	1
			71
DCI	OLC	1	74
DCI	OLC	2	13
			87
DCI	OGC	1	58
			58
DCI	OIG	1	32
DCI	OIG	2	7
DCI	OIG	3	3
			42
DCI	ONE	1	74
DCI	ONE	2	1
			75
DCI	NSC	1	278
			278

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DCI SAVA 1 1

DCI SAVA 2 5

6

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DDI	ODD	1	36
DDI	ODD	2	3
			39
DDI	IRS	1	102
DDI	IRS	3	8
			110
DDI	DCS	1	107
DDI	DCS	2	119
DDI	DCS	3	1054
			1280
DDI	FBIS	1	497
DDI	FBIS	2	33
DDI	FBIS	3	35
			565
DDI	OER	1	156

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DDI	OER	2	202
DDI	OER	3	3
			361
DDI	OBGI	1	263
DDI	OBGI	2	1
DDI	OBGI	3	222
			486
DDI	OCI	1	163
DDI	OCI	2	49
			212
DDI	CRS	1	3973
DDI	CRS	2	425
DDI	CRS	3	4952
			9350
DDI	NPIC	1	2486
DDI	NPIC	2	39

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DDI	NPIC	3	66
			2591
DDI	OSR	1	4
DDI	OSR	2	26
			30
			15024

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DDP	FI D	1	695
DDP	FI D	2	45
DDP	FI D	3	457
			1197
DDP	TSD	1	8
DDP	TSD	2	37
DDP	TSD	3	814
			859
DDP	RID	1	1741
DDP	RID	2	351
DDP	RID	3	18885
			20977
			23033

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DDS	ODD	1	75
DDS	ODD	3	4
			79
DDS	RAS	1	20
			20
DDS	OS	1	45
DDS	OS	2	2694
DDS	OS	3	361
			3100
DDS	OC	1	243
DDS	OC	2	345
			588
DDS	OL	1	142
DDS	OL	2	2254
DDS	OL	3	21
			2417

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DDS	OTR	1	296
DDS	OTR	2	161
DDS	OTR	3	48
			505
DDS	OMS	1	64
DDS	OMS	2	909
DDS	OMS	3	43
			1016
DDS	OP	1	92
DDS	OP	2	1868
DDS	OP	3	177
			2137
DDS	OF	1	1781
DDS	OF	2	1274
DDS	OF	3	8673
			11728
			21590

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DDS&T	ODD	1	32
DDS&T	ODD	2	19
			51
DDS&T	ORD	1	34
DDS&T	ORD	2	14
			48
DDS&T	OSP	1	175
DDS&T	OSP	2	47
			222
DDS&T	OSA	1	281
DDS&T	OSA	2	241
DDS&T	OSA	3	1
			523
DDS&T	OSI	1	262
DDS&T	OSI	2	784

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DDS&T	OSI	3	6
			1052
DDS&T	OCS	1	2
DDS&T	OCS	2	26
			28
DDS&T	OEL	1	2
DDS&T	OEL	2	73
DDS&T	OEL	3	112
			187
DDS&T	SPINT	1	22
DDS&T	SPINT	3	5
			27
DDS&T	FMSAC	1	10
DDS&T	FMSAC	2	677
DDS&T	FMSAC	3	56
			743
			2881

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A&RC HCF 3 899

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899

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65095

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SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM

UNCLASSIFIED | CONFIDENTIAL | X SECRET

OFFICIAL ROUTING SLIP

TO	NAME AND ADDRESS	DATE	
1	Chief, SSS		
2	[redacted]	17 APR 1969	
3			
4			
5			
6			

	ACTION		DIRECT REPLY		PREPARE REPLY
	APPROVAL		DISPATCH		RECOMMENDATION
	COMMENT		FILE		RETURN
	CONCURRENCE	X	INFORMATION		SIGNATURE

Remarks:

[redacted]

Copies of these were sent to each Board member as a base for his quarterly report. Similar reports were sent to them in July and December and will be used for comparison.

The attached summary shows an overall net reduction in office records and supplemental distribution a gain in Vital Records and Archives but a total net reduction in volume of 2,324 cu.ft.

[redacted]

FOLD HERE TO RETURN TO SENDER

NAME, ADDRESS AND PHONE NO.	DATE
Chief, RAB	14 Apr '69

UNCLASSIFIED | CONFIDENTIAL | X SECRET

FORM NO. 237 Use previous editions (40)

GPO : 1968 O - 297-542

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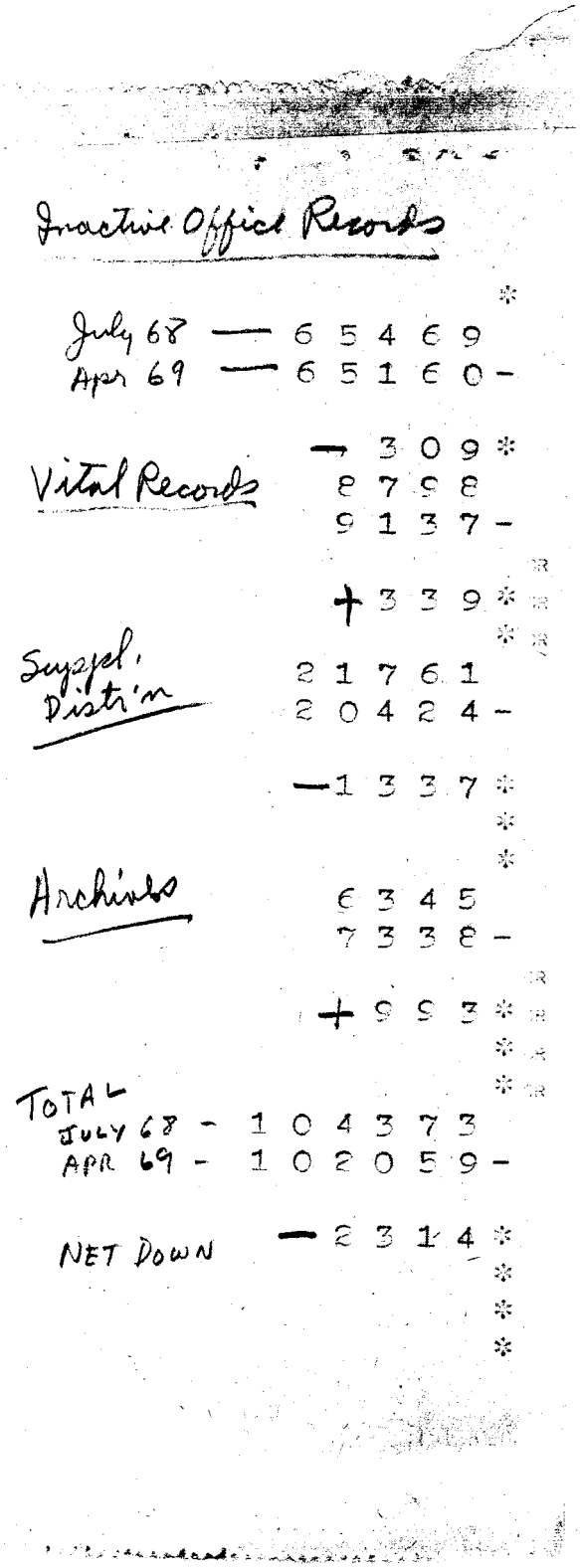

Inactive Office Records

July 68 — 65469
Apr 69 — 65160 -

— 309 *

Vital Records

8798
9137 -

+ 339 *

Suspel. Distr'n

21761
20424 -

— 1337 *

Archives

6345
7338 -

+ 993 *

TOTAL
JULY 68 - 104373
APR 69 - 102059 -

NET DOWN — 2314 *

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ARCHIVES & RECORDS CENTER
VOLUME STATISTICS

PART I - Holdings of each Component by Category of Records

PART II - Holdings of Inactive Office Records of each Component Listed by Type of Disposition Instruction

(In Cubic Feet) 2 January 1969

SECRET
Excluded from automatic

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31 Dec 68

AREA	OFFICE	INACTIVE RECORDS	VITAL RECORDS	SUP. DIST. REPORTS & MAPS	OFFICE TOTAL	No. of Desks
DCI	ODCI	208	3		211	71
	CABLE	691	152		843	21
	HS	15		31	46	9
	PA	47			47	11
	OPPB	71	4		75	39
	OLC	87		2	89	25
	OGC	58	2	2	62	18
	OIG	42			42	17
	ONE	77	15	75	167	27
	NSC	224			224	18
	DIA		5		5	1
TOTALS FOR DCI AREA		1,520	181	110	1,811	257

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AREA	OFFICE	INACTIVE RECORDS	VITAL RECORDS	SUP. DIST. REPORTS & MAPS	OFFICE TOTAL	No. of Jobs
DDI	ODD	91	1	19,005	19,097	54
	IRS	365	1		366	50
	DCS	2,546	43		2,589	134
	FBIS	585	25		610	155
	OER	356	4		360	116
	OBGI	250	2,888 mostly negative NO MAPS		3,138	37
	OCI	209	52		261	76
	CRS	10,176	1,245		11,421	737
	NPIC	2,546	3,437		5,983	41
	OSR	33	65		98	16
TOTALS FOR DDI AREA		17,157	7,761	19,005	43,923	1,416

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AREA	OFFICE	INACTIVE RECORDS	VITAL RECORDS	SUP. DIST. REPORTS & MAPS	OFFICE TOTAL	No. of Jobs
DDP	AF	Retired by RID	24		24	1
25X1	[redacted]	" " "	9		9	1
	CA	" " "	5	68	73	2
	CCS	" " "	15		15	1
	CI	" " "	18		18	1
25X1	[redacted]	" " "	1		1	1
	EUR	" " "	47		47	1
	FE	" " "	52		52	1
	FI	" " "	3		3	1
	FI/D	1,192			1,192	174
	NE	Retired by RID	14		14	1
	PC	" " "	2		2	1
	RID	20,711	380		21,091	1,724
	SB	Retired by RID	24		24	1
	SOD	" " "	7	21	28	1
	TSD	1,109	12		1,121	158
	WH	Retired by RID	53		53	1
TOTALS FOR DDP AREA		23,012	666	89	23,767	2,071

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AREA	OFFICE	INACTIVE RECORDS	VITAL RECORDS	SUP. DIST. REPORTS & MAPS	OFFICE TOTAL	No. of Jobs
DDS	ODD	74	1	248	323	27
	RAB	20	4		24	17
	OS	3,057	8		3,065	211
	OTR	459	115		574	129
	OP	2,419	38		2,457	316
	OL	2,587	37		2,624	261
	OC	555	14		569	149
	OMS	1,020	5		1,025	162
	OF	11,415	61		11,476	1,106
TOTALS FOR DDS AREA		21,606	283	248	22,137	2,380

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AREA	OFFICE	INACTIVE RECORDS	VITAL RECORDS	SUP. DIST. REPORTS & MAPS	OFFICE TOTAL	No. of Jobs
DD/S&T	ODD	36		2,168	2,204	13
	FMSAC	641	12		653	114
	ORD	45			45	16
	OSA	514	18		532	98
	OSI	1,016	35		1,051	296
	OCS	8	211		219	4
	OEL	187	1		188	40
	SPINT	24	1		25	18
	OSP	184			184	35
TOTALS FOR DD/S&T AREA		2,655	278	2,168	5,101	634

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31 Dec 68

AREA	OFFICE	INACTIVE RECORDS	VITAL RECORDS	SUP. DIST. REPORTS & MAPS	ARCHIVAL RECORDS	OFFICE TOTAL
	HCF	728				728
	ARCHIVES				6,437	6,437
TOTAL ARCHIVAL RECORDS		728			6,437	7,165
GRAND TOTAL		66,678	9,169	21,620	6,437	103,904

as of 31 Dec 68
currently on Hand

Individual Deposits

No. of Jobs

DCI - 257
DDI - 1,416
DDP - 2,071
DDS - 2,386
DDS&T - 634

6,758

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